

## **Memo From California Department of Education**

TO: WIA Title II adult education and literacy providers

FROM: Patrick Ainsworth

The California Department of Education is pleased that your adult education agency meets the rigorous criteria required for funding through Workforce Investment Act, Title II. Part of the responsibility of being a Title II literacy agency is participating in your local Workforce Investment Board and one-stop system. Agencies should not operate their programs in a vacuum, but should collaborate with other local agencies in planning workforce development strategies, including the role of literacy services in developing a strong workforce.

We recommend that you meet the other adult education and literacy providers in your area and become familiar with each agency's programs. Your group should then contact the local Workforce Investment Board and explain that you are local WIA Title II funded agencies, and are required partners in the one-stop system. We recommend that you meet with your local Workforce Investment Board and help identify the literacy problems facing both employers and job seekers in your communities. By developing a joint "plan of action," your local Board can better design collaborative partnerships that help your communities, and maximize the resources of both the one-stop and the WIA Title II adult education or literacy providers.

The results of these discussions should be used to develop a Memorandum of Understanding (MOU) that articulates the roles and responsibilities between the local Workforce Investment Board and the WIA Title II provider(s). In those communities fortunate enough to have multiple agencies funded through WIA Title II, we recommend that the local Board develop an MOU that identifies the role of each funded agency. We encourage local Boards and WIA Title II providers to identify the role of each adult education or literacy provider as part of a continuum of services, rather than working with one agency to the exclusion of another.

Federal legislation requires a partnership between the adult education and literacy providers funded through WIA Title II and the one-stop system. Adult education and literacy providers funded under WIA Title II provide educational assessments and literacy classes for one-stop participants as well as the general public. Referrals for these levels of service can be considered part of the core and intensive services provided through the one-stop system. They do not fall under the training provisions of WIA Title I, and thus are not required to be on the Eligible Training Provider List.

one-stops can refer participants to adult education and literacy providers for two different types of services:

- (1) One-stops can refer participants for basic literacy classes such as Adult Basic Education, English as a Second Language, GED preparation or high school diploma programs. These referrals are part of the “intensive services” offered through the one stop.
- (2) One-stops can also refer participants for educational assessments and testing through the “core service” provision of the one stop.

Your local one-stop is a valuable resource for your students. One-stop staff can provide assistance with job searches, resumes, and career counseling, as well as referrals for vocational or job training programs. A list of local one-stop sites is available online at [www.edd.ca.gov/one-stop](http://www.edd.ca.gov/one-stop).

Enclosed are two documents to assist with discussions with the local Workforce Investment Board. The first is a simple “Frequently Asked Questions” sheet describing the role of literacy in the one-stop system. The second document, “Guidelines for Developing a Memorandum of Understanding” provides additional assistance in developing an MOU between the local Workforce Investment Board and the WIA Title II adult education provider(s). For additional information about WIA Title II adult education and literacy providers, contact the California Department of Education at (916) 322-2175, or visit the website at [www.cde.ca.gov/adulteducation](http://www.cde.ca.gov/adulteducation).

ATTACHMENTS:

[Frequently Asked Questions](#)

[Guidelines for Developing a Memorandum of Understanding](#)